

Application Process

A completed application for a Special Events Permit must be filed with the City of Chandler Community Services Department no later than sixty (60) days before the actual event date. In the case of a large-scale event that may attract a significant size crowd, regional attention or may require the processing of a multitude of other permits, an application should be filed six months prior to the event.

A Special Events Committee consisting of representatives from the Community Services, Police, Fire, Planning and Development, Public Works, Management Services, and City Manager departments will review the application and return it with conditions, restrictions, and recommendations. This will usually be done within three weeks. No permit is valid until all provisions are met within the proper time frame.

The goal of the Special Events Committee is to review events to insure that all citizens of Chandler have equal access to programs approved by the City. Each organization's request is reviewed on a case-by-case basis utilizing established guidelines to ensure that this goal is met. If you should have any questions, please call the Community Services Department at 480-782-2665.



Insurance/Safety Requirements

The event organizer must submit a Certificate of Insurance stating the following: "The City of Chandler, it's agents, representatives, officers, directors, officials, and employees are additional insureds. Certificate contains severability of interests and waiver of subrogation." The City should also be listed as a Certificate Holder so that we receive notice if policy is cancelled. Amount of coverage shall be \$1,000,000 per occurrence with \$2,000,000 aggregate General Liability and \$1,000,000 per occurrence Automobile Coverage. Certificate must be given to the City's Risk Management Department at least 7 days prior to the event.



If the event will have amusement rides, the amusement company will also need to provide a Certificate of Insurance to the City's Risk Management Department seven days prior to the event. Other insurance requirements may be necessary and all Certificates of Insurance must be approved by the City of Chandler's Risk Management Division. Have your insurance professional directly contact the City's Risk Management Division early in the planning process (480-782-2376).

After the Event

It is suggested that you have a wrap-up meeting with the key people involved with your event as soon as possible while things are fresh in everyone's minds. Evaluate what you did well and not so well, and what to include next time. Try to get feedback from as many people as you can such as planners, sponsors, workers, participants, etc. Put together a financial report. Begin developing plans for the next event.

Quick Phone List

Permit	Division
Special Event Permit	Community Services 480-782-2665
Liquor License	Tax & Licensing Office 480-782-2278
Beer Permit	Parks and Recreation 480-782-2727
Special Use Permits	Planning and Zoning 480-782-3058
Carnivals	Planning and Development 480-782-3058 Fire Department 480-782-2155
Neighborhood Block Party	Streets 480-782-3450
Signage	Code Enforcement 480-782-4324
Festival/Layouts	Fire Department 480-782-2155
Fire/Medical	Fire Department 480-782-2120
Fireworks	Fire Department 480-782-2155
Vendors	Tax & Licensing Office 480-782-2291 Fire Department 480-782-2155
Equipment Rental	Parks and Recreation 480-782-2727
Police	Police Department 480-782-4200
Street Closures	Traffic 480-782-3453
Parades	Traffic 480-782-3453
Proof of Insurance	Risk Management 480-782-2376



Community Services Department



Planning Your Special Event in Chandler

Contact the Community Services Department at (480) 782-2665 to coordinate a preliminary discussion about your event.

The City of Chandler is the site of several annual special events. Special events are a great way to highlight your organization, the community and the City of Chandler to both visitors and residents of Chandler.

There are many aspects that go into the planning and production of a special event. It is the City of Chandler's objective to help you make sure that your event is safe, successful and planned effectively

This brochure is intended to assist in your planning of a special community event. It will help you better understand the special event permitting process and provide tips that will help your event planning process.

The City of Chandler wishes you the best of luck with your event!



Planning Tips Getting Started



The biggest hurdle in the event planning process is to figure out why you are having the event.

What is your event trying to accomplish? Who is your target audience? Once you have determined the reason for having your event, the next step would be to call the Special Events Coordinator in the City of Chandler Community Services Department. The Special Events Coordinator has experience with several events and can assist you with many items such as venue availability, City services, insurance requirements, etc. You may be able to save valuable time by having an initial conversation with the Special Events Coordinator (480-782-2665).

Plan Ahead

Organization is crucial to any successful event. Establish your goals and objectives with a time line. Set realistic target dates, while remaining flexible to adapt to changes throughout the process. You will need an event chairperson or co-chairpersons who will have overall responsibility. Someone will need to take on the duties of setting a budget and administering the paperwork to assure permits and licenses are filed, and that

contracts are negotiated. Promoting and marketing the event is another important activity. Committees may need to be formed and volunteers solicited.

Organizing the Event



Key points when organizing your event

- Date of the event (check to make sure that the event date that you choose does not conflict with other scheduled events)
- Location (impact on businesses or residents, reservations, site requirements such as electrical, water, etc.)
- Entertainment (contracts, power and security needs, noise levels, etc.)
- Vendors (liquor permits, health requirements, license and sales tax permit, fire safety, electrical and water needs, grease and waste water disposal, etc.)
- Trash (containers, plastic liners, litter patrols, removal of collected trash from site, etc.)
- Rentals (tables, chairs, booths, tents, barricades, sound systems, stages, lighting, decorations, etc.)
- Security (money handling, stage/sound equipment, crowd control, overnight security, etc.)
- Police intervention (crowd/traffic control, lost items, etc.)
- Parking/traffic (adequate parking, proposed street closures, shuttles, parking staff, etc.)
- Restrooms (portable toilets, disabled facilities, cleanliness, stocking supplies, service during event, etc.)
- First Aid (trained personnel, equipment, established procedures, etc.)

- Special needs (handicap accessibility, babies, elderly, lost children, information booths, etc.)
- Insurance requirements (liability, worker's compensation, automobile, weather, etc.)
- Publicity (media contacts, press releases, flyers, posters, advertising, etc.)
- Signage (before doing any signage, contact the Zoning Division for what type of signage is allowed)
- Safety (electrical safety, trip and fall hazards, fire prevention plans, work surfaces, etc.)

Do I need a Special Events Permit?

If your event meets any of the criteria listed below, then you must obtain a Special Events Permit to hold that event in the City of Chandler.



- Event is open to the general public (with or without charge).
- Event takes place at a City of Chandler facility, on public property or in the public right of way.
- Event requires City services.
- Event may involve the closure or modifications of traffic flow of multiple local streets or any arterial street.

The submission of a Special Events Permit Application may be one of several applications an event organizer may need to submit. The responses to questions on the application will help the City inform you of other necessary permits and approvals needed. However, it is the sponsor/applicant's responsibility to obtain and submit the permit applications to the appropriate party, taking into consideration the time requirements necessary for processing applications.